



**ASSISTANCE FOR SMALL BUSINESS**

**CONTRACTING  
for  
TRAINING and INSTRUCTIONAL SERVICES  
at  
NSWC PHD**

**For Training  
Vendors**

**PORT HUENEME DIVISION  
NAVAL SURFACE WARFARE CENTER**



# **Vendor Guide**

## **Career Development**

**Code 105**

**PHD NSWC INSTRUCTOR COURSE INFORMATION GUIDE  
DEPARTMENT OF THE NAVY  
PORT HUENEME DIVISION, NAVAL SURFACE WARFARE  
CENTER  
(NSWC PHD)  
Training Office, Code 105  
4363 Missile Way  
Port Hueneme, CA 93043-4307**

**WELCOME ABOARD!**

You have been selected to instruct a course for the Career Development Office, Code 105, Port Hueneme Division, Naval Surface Warfare Center (NSWC PHD).

Please review this Guide to ensure that your time with us will be productive. We have included information on course administration, billing and invoicing, course hours, and visitor passes.

On the next page, we have listed program points-of-contact. If you have any questions about the local area, course logistics, or any other information included in this Guide, contact the training program manager. You may also contact the on-site course coordinator for general course administration problems, including all billing and invoice questions.

We look forward to your presentation!

## **CAREER DEVELOPMENT OFFICE, CODE 105 POINTS OF CONTACT**

**Gary Farber**  
(805) 228-0335  
[gary.farber@navy.mil](mailto:gary.farber@navy.mil)

Chief Human Capital Officer

### **TRAINING SPECIALISTS**

**Mary Black**  
(805) 228-8193  
Fax: (805) 228-5596  
[mary.a.black@navy.mil](mailto:mary.a.black@navy.mil)

NSWC PHD DAWIA & Continuous Learning  
Representative, Engineering, Computer Science,  
Government Bankcard Holder – On-site Purchases

**Lenora Challenger**  
(805) 228-0371  
Fax: (805) 228-8770  
[lenora.challenger@navy.mil](mailto:lenora.challenger@navy.mil)

Mandatory Training Programs, Acquisition  
COR/TA, Logistics Courses, Equal Employment  
Opportunity courses, Financial, General Interest  
courses, Purchase Card Approving Official, NSWC  
PHD DAWIA Representative (alternate)

**Anabell Ramos**  
(805) 228-0338  
Fax: (805) 228-5596  
[anabell.ramos@navy.mil](mailto:anabell.ramos@navy.mil)

Mentoring, After-Hours Program, Naval War  
College, Master of Science and Systems  
Engineering (MSSE), Business Management  
Certificate Program, Government Bankcard Holder  
– Offsite Purchases

**Julie Streets**  
(805) 228-5277  
Fax: (805) 228-8770  
[julie.streets@navy.mil](mailto:julie.streets@navy.mil)

Leadership Development Pre-Supervisory  
Development Program (PSDP), Sentinel

### **ON-SITE TRAINING COURSE COORDINATOR**

**Alayna Fahey**  
(805) 228-0707  
Fax: (805) 228-5596  
[alayna.fahey.ctr@navy.mil](mailto:alayna.fahey.ctr@navy.mil)

On-Site Course Coordinator, On-Site  
Billing/Invoices

### **TRAINING TECHNICIAN**

**Amy Nguyen**  
(805) 228-6196  
Fax: (805) 228-5596  
[amy.nguyen.ctr@navy.mil](mailto:amy.nguyen.ctr@navy.mil)

Academic After-Hours/Off-Site Program  
Coordinator, Off-Site Billing/Invoices

## WHAT TO EXPECT AT NSWC PHD

We are a beach community located in Ventura County, which is between Los Angeles and Santa Barbara Counties. The principal routes leading to our location are the Pacific Coast Highway, California Route 1, and the Ventura Freeway, U. S. Highway 101. Our weather varies and can be mid to cool in the daytime winter months (50-70 degrees) and cool to chilly at night (30-50 degrees). Summer months range from warm to hot days (70-90 degrees) and cool to chilly nights (40-60 degrees). It rains mostly during the winter and spring months. Snow is very rare, but fog is common.

Your class may be held on-site at PHD or off-site at a local hotel or university. In some cases, the class may be held at other locations, like Louisville, KY, or Virginia Beach. This information should be in blocks Section B, 1B of your copy of SF-182 form, Request, Authorization, Agreement, Certification of Training and Reimbursement. If no facility information is available on your form, contact your training program manager or the on-site course coordinator prior to making your hotel reservations. In addition, please let us know if you plan to ship any books or training material in advance of your course.

Large size training sessions (up to 300 people) may be held on-site in our Audio-Visual (A/V) Center, Building 1388, or at a local hotel. If the courses are held at your facility, there **must** be reasonable accommodations for those with special needs, including adequate accessibility for the physically disabled.

Course attendance rosters, evaluation sheets, and tent cards will be provided to you by the training program manager or the on-site course coordinator.

## GETTING TO NSWC PHD

**IF YOUR CLASS IS TO BE HELD ON-SITE AT PHD**, the training program manager or on-site course coordinator will make arrangements for the best available training location and will discuss with you beforehand directions and vehicle pass/badge procedures. For driving directions to NSWC PHD see our public website: <http://www.phdnswc.navy.mil/>.



Note that a **VEHICLE PASS AND BADGE ARE REQUIRED TO ENTER THE NBVC GATES**. To obtain a pass and badge, you will need to go to the Naval Base Ventura County Pass & I.D. Office, Building 1183, located next door to the Sunkist Gate. Hours of operation are: 6:30 am to 6:15 pm and phone number is (805) 982-4371. Documents required include a valid driver's license, a current car registration, and proof of insurance. What if not a US citizen? Information for the NBVC Access Request form and I-9 Form may be requested in advance.

**IF YOU ARE CONDUCTING A CLASSIFIED COURSE**, your security clearance must be approved in advance by the NSWC PHD Public Safety Office. The training program manager or on-site course coordinator will help you obtain the necessary pass, badge, and clearance before the start of the course.

**IF YOUR CLASS IS TO BE HELD OFF-SITE**, you will probably be conducting classes in one of the local hotels or on a branch campus of a nearby college or university. Consult with the training program manager or on-site course coordinator to get directions, and to make arrangements for shipping materials to those locations, if necessary. Normally, we will make arrangements for securing classes or conference

rooms. We will need to know in advance what your equipment needs are and if you will be shipping materials. For your convenience, if you are teaching a course at a hotel, you might also wish to stay there.

**Among the more frequently used off-site training facilities are:**

COUNTRY INN & SUITES BY CARLSON, Port Hueneme 350 E. Hueneme Road, Port Hueneme, CA	(805) 986-5353 (800) 456-4000
COURTYARD BY MARRIOTT 600 E. Esplanade Drive, Oxnard, CA	(805) 988-3600 (866) 440-5361
RESIDENCE INN BY MARRIOTT AT RIVER RIDGE 2101 W. Vineyard Avenue, Oxnard, CA	(805) 278-2200 (800) 331-3131
FOUR POINTS VENTURA SHERATON 1050 Schooner Drive, Ventura, CA	(805) 658-1212 (888) 627-8081
EMBASSY SUITES – MANDALAY BEACH RESORT 2101 Mandalay Beach Road, Oxnard, CA	(805) 984-2500 (800) EMBASSY

## **COURSE ADMINISTRATION TIPS**

Courses are usually conducted as full or half-day sessions. Although most classes are conducted between 8:00 a.m. - 4:00 p.m., you should check with the training program manager before the start of the course to confirm specific times. Students are allowed short breaks every hour at your discretion and up to a one-hour lunch break. Students are required to return to their work site if the class session ends before 3:00 p.m.. You must notify the training program manager or the on-site course coordinator if your course ends early.

Each course presented on-site at NSWC PHD requires daily attendance rosters. They will be placed in your assigned classroom before the start of the course. Students must initial the attendance roster every day that they attend class.

All completed documentation (rosters) should be provided to the training program manager at the end of the course. Books, equipment, and materials not used in the course, but which were purchased as part of the course using the SF-182 should remain at NSWC PHD for future use.

**NOTE:** If for any reason you cannot make it to class, or arrive as scheduled, call or E-mail the training program manager or on-site course coordinator as soon as possible.



## **CLASSROOM/VENDOR GUIDELINES**

### **Pre-class announcements:**

**Who may attend this class:** Only employees of the federal government who have management approval may attend this class. Non-federal employees may not attend unless otherwise authorized by the course manager.

**Class Hours:** Class hours are usually 0800-1600, however, the starting time may vary depending on the location of the class. The timing of breaks and lunch periods are at the discretion of the instructor. The classroom must be vacated by 1630 each day unless other arrangements have been made.

**Facilities:** Direct students to restrooms, vending machines, restaurants, parking areas (if applicable) and designated smoking areas.

**Cell Phones:** Cell phones/pagers should be turned off while in the classroom.

### **End of day:**

Classrooms should be cleaned up at the end of each class day. White boards should be erased and students should dispose of any trash before leaving the room at the end of each class day.

Materials and equipment may usually remain overnight in an on-site classroom that will continue to be used the next day, but will probably have to be removed every day at an off-site location. Be sure to discuss this in advance with the training program manager or on-site course coordinator.

### **General Administration:**

**Course materials and content:** All materials should be fully compatible with Department of Navy “Core Values” which promote personal responsibility for actions, self-improvement, teamwork, and a high standard of conduct.

**Handouts:** Vendors are responsible for having sufficient copies of course materials to meet the needs of all the students enrolled in the class. The use of in-house copy machines must be limited to emergencies only, with prior approval.

**Videotaping:** Vendors may not videotape presentations for their own use. However, the government may videotape classes for its purposes, with the vendor’s permission.

**Laser Pointers:** Laser pointing devices may not be used in the classroom.

**Self-promotions:** While in class, please do not give students your business card, offer complimentary services (e.g., free consultations), or promote company products.

**Profanity:** Use of profanity is prohibited in the classroom, as are sexist, racial, or religious remarks or jokes.

**Video Teleconferencing:** We may have requests from our remote sites for an employee to attend via VTC. You will be notified in advance if we receive a request.

## **BILLING INSTRUCTIONS**

**PAYMENTS:** Payments are now usually being made by the US Government Purchase Card. Payments should be received in 3-5 days from the course completion date. To ensure that you are paid promptly, you are encouraged to submit an invoice as soon as possible. If the invoice is received after the course completion date, payment will be made 3-5 days after receipt of your invoice.

**NON US GOVERNMENT PURCHASE CARD PAYMENTS:** If you do not accept the US Government Purchase Card, your invoice will be paid through the SF-182 and processed at DFAS, Charleston, S.C., Payment should be received 4-6 weeks after receipt of invoice.

**INVOICES:** Please reference the Standard Document Number (Sec. C, #4), of the SF-182, your invoice number, course title, billing amount, course/tuition fee, and dates of the course. Attach two copies of the invoice to a copy of the SF-182 and mail to the address shown below.

**Mailing Address:** Please mail all correspondence and invoices to:

**Commander  
Port Hueneme Division, Naval Surface Warfare Center  
Attn: Code 105 (Alayna Fahey), Bldg 444  
4363 Missile Way  
Port Hueneme, CA 93043-4307**

### **INQUIRIES FOR GOVERNMENT PURCHASE CARD PAYMENT**

Contact Mary Black at (805) 228-8193 or Anabell Ramos at (805) 228-0335, Fax: (805) 228-5596, or via e-mail: [mary.a.black@navy.mil](mailto:mary.a.black@navy.mil) or [anabell.ramos@navy.mil](mailto:anabell.ramos@navy.mil).

### **INQUIRIES FOR SF-182 PAYMENT**

You may call the DFAS Accounting Office at (800) 755-3642 between the hours of 7:00 a.m.-1:00 p.m. (PST). Please have your Standard Document Number available.

### **ALL OTHER INQUIRIES**

Your point of contact for all other inquiries is Ms. Alayna Fahey, On-Site Coordinator, (805) 228-0707; Fax: (805) 228-5596, or e-mail: [alayna.fahey.ctr@navy.mil](mailto:alayna.fahey.ctr@navy.mil).